

दक्षिण रेलवे/SOUTHERN RAILWAY

मण्डल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
पालक्काड/Palghat.
दिनांक/Date 28.01.2020.

सं.जे/पी.608/ समन्वयन/ सामान्य प्रवरण/जि.14
No.J/P.608/Co-ord/Genl.SelectionVol.XIV

पघट मंडल के सभी शाखा अधिकारियों आदि को
All Branch Officers/PGT Divn.
All Supervisory Officials/PGT Divn.
All Ch.OSs/OSs of all Branches & Ch.S&WI/PGT.

विषय/Sub: Selection for the post of Stenographer/Gr.III(English) in Pay Matrix
Level- 4 (G.P.Rs.2400 /-)/HQ Unit against 25% by promotion by selection
from shorthand Knowing Clerks/Typist & 25% by General selection
from serving Group 'C' employees Knowing shorthand.

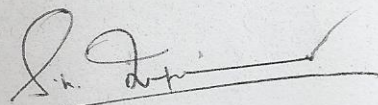
संदर्भ/Ref: PCPO/MAS letter No.P(GS)608/XII/Steno/Gr.III/2018 dated.20.01.2020

=====X-X-X-X=====

Copy of PCPO/MAS letter cited is enclosed. Volunteers are called for selection for the
post of Stenographer/Gr.III (English) in Pay Matrix Level- 4 (G.P.Rs.2400 /HQ Unit against
25% by Promotion by selection from Shorthand Knowing Clerk/Typist & 25% by General
selection from Serving Group 'C' employees **knowing Shorthand**). **The conditions are**
specified in PCPO/MAS letter.

Applications from the willing/eligible employees may please be forwarded to this
office **in duplicate** in one bunch **on or before 12.02.2020** certain. Applications received
after 12.02.2020 will not be entertained under any circumstances.

संलग्नक/Encl: As above.

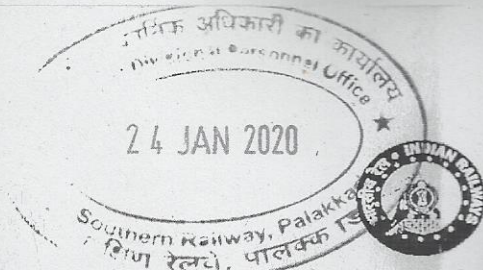


(S.K.Indusekar)

सकाधि/या /APO/T,
कृते वरमंकाधि/पघट/for Sr.DPO/PGT.

प्रति/Copy to: DP/SRMU/PGT, DS/AI SC/ST RE Assn/PGT & DS/AIOBC RE Assn/PGT.

133



SOUTHERN RAILWAY

DRM/P/PGT

वर्गिकारी / Sr.DPO	
सहायक / APO	
मुकाधि / CH.OS	Be P4 8
मु.क.व.क.निरौ / CH.S&WI	

No.P(GS)608/XII/Steno/Gr.III/2018

Headquarters Office,
Personnel Branch,
Chennai - 600 003.
Dated: 20.01.2020

PCE,PCME, PCOM, PCCM, PCSTE,PCEE,PCSO,PCSC, PFA, CCO,
CCM/PM, CCM/Rates/MAS, CCM/Claims/TPJ, SDGM&CVO, PCMM/PER
PCMD/MMC/MAS,CAO/CN/MS, MTP/MS,CE/MTP,CPD/RE/MS,
CWM/LW/PER, CW/PER, GOC&S&T/PTJ,CEWE/PER,
CSTE/CN/MS,FA&CAO/T/MAS, GM/ST/MMC/MAS&TPJ,MD/RH/PER,
CPRO, DRM/P/MAS, TPJ, MDU,PGT,TVC,SA,
Sr.DFM/MAS,TPJ,MDU,SA,PGT,TVC, Sr.AFA/TPJ,GOC&PTJ,
Sr.DSC/MAS, TPJ, MDU, SA, PGT, TVC,
Sr.EDPM/MMC/MAS,MDU,EDPM/PGT, Dy.CPLO/Hqrs, Secy. to GM,
Dy.CE/EWS/AJJ, MPS/RPM, Dy.CMM/GSD/PER,MSD/PER
Dy.CPO/CN/MS,Dy.CPO/CW/PER,APO/Stores/PER,
WPO/LW/PER,GOC,S&T/PTJ,
SPO/RE/MS,Sr.EO/HQ/MAS, SPO/EWS/AJJ,APO/CEWE/PER,
CSTE/Proj/MMC/MAS,DGM/Law/MAS,Chairman/RRB/MAS,TVC,
GM/IRCTC/Chennai,Addl.Registrar/RCT/MAS,ERS,
The Chairman/RRC/MAS
AGM/RVNL/Chennai, Principal/MDZTI/TPJ

Sub: Selection for the post of Stenographer/Gr.III(English) in Pay Matrix Level 4 (GP.Rs.2400/-)/HQrs. Unit.

Ref: 1. PBC No: 07/2015 Letter No: P(R)608/Policy/Vol -V Dt.12.02.2015
2. RBE (141/2015) letter No: E(NG)I-2010/PM 4/3 dated:10.11.2015
3. RBE (20/2017) letter No: E(NG)I-2008/PM 1/15 dated:03.03.2017

- (1) It is proposed to conduct a selection for the post of Stenographer/Gr.III in Pay Matrix Level 4 (GP.Rs.2400/-)/HQrs. Unit against
 - (i) 25% by Promotion by selection from Shorthand knowing Clerks/Typists in Level 2 for 11vacancies (UR: 8,SC: 2, ST:1)

and

- (ii) 25% by General Selection from serving Group `C` employees knowing shorthand in Level 1 for 11 vacancies (UR:8,SC:2,ST:1)

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- (2) The selection will consist of the following:

(a) **Written Exam:**

Subject	Max. Marks	Time Allowed
Composite paper for testing the Language (English) along with General Awareness	100	3hrs

The Selection consist of written test as per Board's letter No:E(NG)1/2018/PM1/4 dated: 14.12.2018 (RBE NO: 196/2018). The question paper will be 100% objective type multiple choice questions for the written examination and 10% of the total marks will be from official language policy and rules (which will be optional).

The Examination will be conducted on OMR sheet. There shall be negative marking for incorrect answers. One third of the marks allotted for each question will be deducted for wrong answers.

Cutting, over writing, erasing or alteration of any type in the OMR will not be evaluated. Zero marks will be given for answer having correction/ overwriting.

- (b) **Skill Test** Stenography skill test at the speed of 80 Words Per Minute for 10 minutes duration with transcription time of 50 minutes on computer.

- (c) **"Viva-voce"** is to be conducted in terms of RBE No.154/2005 issued under PBC No. 144/2005 Dated: 12.09.2005 for those who have qualified in written examination & Speed Test.

- (3) (a) Regular Office Clerks/ Typists working in Pay Matrix Level 2 (Grade Pay Rs.1900/-) who have completed 2 years of minimum service as on 20/01/2020 and acquired knowledge of shorthand are eligible to appear for the selection against Para 1 (i) above.
- (b) All Group "C" regular employees in Pay Matrix Level 1 to 4 (GP.Rs.1800/- to 2400/-) who have completed 2 years of minimum service as on 20/01/2020 and acquired knowledge of shorthand are eligible to appear for the selection against Para 1(ii) above.

Note: Any Shortfall in the category of (a) above, then the unfilled vacancies will be included in the category (b) above and eligible employees will be selected.

- (4) The volunteers should submit their application in the prescribed proforma complete in all respect routed through cadre controlling officer, in one bunch addressed to APO/GL/HQrs/MAS to reach this office on or before 20/02/2020 after obtaining the approval of HOD of the parent department in which the employee's lien is maintained, so that the employees are relieved when they are selected for the post.

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- (5) Attested copies of certificates in support of their educational qualifications & Community Certificate issued by Competent Authority (for SC/ST) should be enclosed along with the application.
- (6) In units where Personnel Officers are not available the applications should be submitted to the Head of the unit for onward transmission to HQrs after due certification.
- (7) Applications received after 20.02.2020 at HQrs will not be considered..
- (8) Withdrawal of the candidature after selection will not be permitted.
- (9) Employees undergoing penalty or placed under suspension or any departmental proceedings initiated for Major penalty or any RPUP case is pending, the particulars of such employees should be advised with details along with the applications to HQrs.
- (10) Employees selected for the post of Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 (GP. Rs.2400/-) must be prepared to go on line and accompany Officers. If they are not willing to go on line etc., they need not apply.
- (11) The employees who are empanelled and promoted as Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from shorthand knowing Clerks/typists will rank senior to those employees who are empanelled and promoted as Stenographer/Gr.III/HQrs. Units in Pay Matrix Level 4 (GP.Rs.2400/-) against 25% from serving Group 'C' employees knowing shorthand.
- (12) There will be no supplementary examination.
- (13) The employees selected for the post must be fit in **CEE-ONE** medical classification.
- (14) Wide publicity may be given among the staff concerned. The notification may be pasted in all the notice Boards and prominent places in Divisional offices/Units/Field Offices.
- (15) In case no application received in your office/unit, a 'NIL' report should also be sent on or before **20.02.2020**.

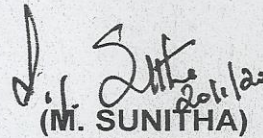
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- (16) The employees who volunteer for the above post should be in readiness to appear for the written Examination.
- (17) For any information concerned with this selection the applicant may visit selection notification @<http://10.5.2.32/HQRS/personnel/PBC/Website/HqpbMain.htm> available in Railnet.

Encl: Proforma


(M. SUNITHA)

Asst. Personnel Officer/Genl & HQ.
for Principal Chief Personnel Officer.

Copy to: PCPO, CPO/IR- For information please
All PB officers/HQ/MAS All Ch. OSs/PB/HQrs,
GS/SRMU, GS/NFIR, GS/SC/STREA,
Ch.S&WI/System - to upload in the railnet please.
Notice Board.

APPLICATION FORMAT

APPLICATION FOR THE POST OF STENOGRAPHER/GR III/HQRS UNITS IN PAY MATRIX LEVEL 4 (GRADE PAY RS.2400) AGAINST 25% BY SHORTHAND KNOWING "CLERKS/TYPISTS" AND 25% BY GENERAL SELECTION FROM SERVING GROUP "C" EMPLOYEES KNOWING SHORTHAND.

Enclosure to PCPO/MAS Letter No.P(GS)608/XII/Steno/Gr III/2019 Dt:07.01.2020

Please paste (Not older than one month)passport size photograph.photo should be attested by the Controlling Officer

1. Name in full (Block Letters) :
2. PF No. / Staff No. :
3. Designation & Station :
 - (a) Pay Matrix Level :
 - (b) Regular :
 - (c) MACP :
4. Division/Unit/Rly. Phone No. :
Mobile No. :
5. Office :
6. Parent Department :
7. Date of Birth :
8. Date of Regular Appointment :
9. Date of Promotion to the present grade: :
 - (a) Substantive :
 - (b) Officiating :
10. Educational/Technical Qualification :
(attach proof thereof)
11. Whether the employee belongs to :
SC/ST/UR (attach proof thereof)

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief. I understand that in the event of particulars or information given herein being found false or in correct, I am liable to be taken up under DAR, apart from my application being rejected.

Date:-

Place:-

Signature of the employee

[Handwritten Signature]

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50

Forwarded by the Supervisory Official

OS/P4

Date:

Place:

Office seal

Signature of the forwarding Officer
with Designation and Date

Forwarded to PCPO/MAS by the Personnel Officer

It is hereby verified with Service Register and certified from the available records that the employee fulfils the eligibility condition of the notification and is eligible to Volunteer for Stenographer/Gr III selection in all respects.

Date:

Place:

Office seal

Signature of the Personnel/Establishment Officer
with Designation and Date

